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25X1A5a2

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SOP FOR PASSENGER HANDLING (Cont.)

Each facility which regularly has personnel riding the shuttle will provide a list of people certified cleared to ride. A number will appear by each name. When the next day's list is called in, the corresponding number will be used rather than the name. When a person is to use the shuttle whose name does not appear on the list, [REDACTED] MUST approve his name before he can ride the airplane. Responsibility for obtaining clearance from [REDACTED] lies with the company with whom the person is employed. 25X1A5a2 25X1A5a2

Personnel will report to MATS terminal, [REDACTED], no later than 0630 each morning for a 0700 takeoff or thirty minutes before takeoff time if a different time is selected. 25X1A6a

If the airplane cannot accommodate the number of people selected to ride a certain day, the company representative will be asked to delete a certain number of names and, if the situation warrants, a second trip will be flown. Authority to order a second trip lies with Commander, [REDACTED] 25X1A6a

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The following schedule will be the standard; any deviation must be approved by Commander, [REDACTED] and will be announced no later than 1400 hours on the day prior to the change.

Leave	[REDACTED]	0700 hours
Arrive	[REDACTED]	0830 hours
Leave	[REDACTED]	1600 hours
Arrive	[REDACTED]	1730 hours

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Flights will be daily except Sunday. On Mondays and Fridays a stop will be made [REDACTED] to load or offload passengers. 25X1A6a ✓

As the Monday flight will consist mainly of passengers, every effort will be made to confine that flight to passengers and hand-carried cargo and to transport the bulk of cargo on week days.

No passenger will be carried on the shuttle unless prior approval of the above-designated company representatives have been obtained and transmitted to the terminal operator by that representative. No exceptions. Any passenger not reported in to MATS terminal by thirty minutes prior to takeoff time will not be allowed aboard that flight.